



Administrative Associate – Tax Administration

Job Description

Department: Clerk / Auditor
Position: Career Service
Pay Grade: 504
Supervisory: No
Reports to: Property Tax Administrator

Summary

Under general guidance and supervision of the Property Tax Administrator, provides clerical and analytical assistance. Supports administrative and technical functions of the County Tax Administration Office including but not limited to clerking for the Board of Equalization, coordinating Valuation Appeal hearings, supporting the Annual Tax Sale, and assisting with Property Tax Relief programs.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Serve as Clerk to the Board of Equalization; accurately record meetings; set up meeting rooms and operate transcription equipment; type minutes verbatim or edit and summarize, as needed.
2. Distribute written minutes and audio recording to applicable parties; provide copies to the public, as requested; maintain compliance with legal posting requirements.
3. Communicate professionally with the public in person, over the phone, and in writing for all inquiries related to public services offered through the Clerk/Auditor's office.
4. Answer public inquiries related to tax administration; resolve complaints or refer to appropriate party; search historical information and furnish the same according to guidelines; refer requesting party to the County Attorney's Office for a Government Records Access Management Act (GRAMA) application, when appropriate.
5. Process submitted real property appeals to the Board of Equalization (BOE), consistent with established administrative rules, statutory requirements, and policy guidelines.
6. Prepare and coordinate annual valuation appeal hearings; schedule and assign the appropriate hearing officers; schedule and prepare hearing room and equipment; coordinate with other County departments, as needed.
7. Ensure appeals files are complete with all documentation submitted by parties; communicate the date, time, and locations of hearings with all parties in a timely manner.

For Office Use Only

Job Code: 6227
Job Title: Administrative Associate – Tax Administration
FLSA: Non-Exempt
Effective Date: 12/9/2020
Public Safety: No

Worker's Compensation: Clerical
Background Level: II
Safety Sensitive: No
DOT: No
ML: Individual Contributor

8. Prepare and file appeals of Board of Equalization decisions with the Utah State Tax Commission in a timely manner, consistent with established administrative rules, statutory requirements, and policy guidelines.
9. Process daily deposits of monies received through Public Services; prepare required documentation; deposit funds with the County Treasurer.
10. Maintain Tax Administration records; organize for daily use in office; archive as appropriate.
11. Type letters and memorandums; create spreadsheets and reports.
12. Assist Property Tax Administrator with statutory and required functions related to the Annual May Tax Sale.
13. Assist the Tax Relief Program Coordinator with processing Tax Abatement applications, as needed.
14. Assist with public services as needed, including marriage licenses, passports, and voter registrations.
15. Assist with other ad hoc Property Tax Administration projects or functions, as assigned.

Knowledge, Skills, and Abilities

- Knowledge of Utah tax laws, State Tax Commission rules, and County ordinances governing property tax administration
- Knowledge of methods and procedures used for segregating real and personal property for taxing purposes
- Knowledge of the functions and operating procedures of the Board of Equalization
- Knowledge of Commission procedures for preparing items for review and approval
- Knowledge of other county offices related to real and personal property
- Knowledge of computer software related to job-specific duties for record keeping according to statutory retention guidelines
- Knowledge of general office procedures and methods
- Knowledge of basic software including Excel, Word, Outlook, and Adobe Acrobat
- Skilled in conducting basic research and analysis that may include real estate titles, Utah State statutes, and statistics
- Skilled in performing calculations with a high level of accuracy
- Ability to manage time wisely with narrow and overlapping deadlines
- Ability to conduct thorough audits and corrections of incoming and outgoing documents
- Ability to communicate effectively both verbally and in writing
- Ability to work with individuals from diverse social, economic, and ethnic backgrounds
- Ability to read and interpret written policies, procedures, regulations, ordinances, and statutes
- Ability to maintain cooperative working relationships with those contacted during the course of work activities
- Ability to apply and articulate professional standards and procedures in all decision-making and interactions

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- Ability to follow verbal and written instructions
- Ability to respond effectively and professionally in stressful situations
- Ability to perform work in an ethical manner
- Ability to type accurately and at an acceptable rate, based on job duties

Supervisory Responsibility

This position has no direct supervisory responsibility but does serve as a coach and mentor for other positions in the department.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate. Work occasionally exposes the incumbent to stress, contagious or infectious diseases, strong smells or odors, and/or potentially hostile situations due to interactions with the public.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision, ability to adjust focus, and ability to distinguish between shades of color and patterns. The employee is required to type, file and lift office supplies up to thirty (30) pounds. The employee may occasionally drive a motor vehicle.

Position Type/ Expected Hours of Work.

Incumbent must work forty (40) hours each week to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

Required Education and Experience

1. Associate degree from an accredited college or university in accounting, business, finance, economics, legal studies, political science, or a closely related field.
2. Two (2) years of experience in a field closely related to the duties described above.

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3. Equivalent combinations of education and experience may also be considered.

Preferred Education and Experience

1. Preference may be given to applicants with a documented typing speed at or above the rate of forty (40) WPM net.

Additional Eligibility Qualifications

1. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
2. Selected applicants will be required to submit to a pre-employment drug screen and background check.

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Below is to be completed after an offer has been extended and accepted.

Signatures

This job description has been approved by all levels of management:

Manager _____

Department Head _____

Director – Human Resources _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

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